



**Post:** Finance Administrator

**Responsible to:** Financial Controller

**Key contacts/Relationships**

**External:** Auditors, Regulatory bodies, investment managers, bankers, HMRC.

**Internal:** FC, CFO, finance team, fundraising teams, research team, CRM team

**Purpose**

To deliver timely and accurate processing and recording of financial records for the organisation. Ensure accurate coding, processing and filing of all documentation. Offering administrative support to other departments as availability dictates.

**Key responsibilities:**

- Processing of all receipts, including Direct Debit collections on a twice monthly basis and Standing Orders on a monthly basis. This will include donations received by credit card and any other ad hoc monies received by other departments.
- Update the CRM and accounting systems with the receipts is made on a regular basis between the systems to ensure completeness.
- Lodgement of cash and cheques in the bank on a weekly basis (or sooner for larger amounts)
- Input of Supplier invoices into Sage in a timely fashion, checking to Purchase Order where available.
- Prepare suggested payment run in conjunction with the Snr. Accounts Assistant on a weekly basis and have this approved and submitted to the bank; thereafter process the payments into the accounting system.

- In conjunction with the Snr. Accounts Assistant, complete all bank Reconciliations in conjunction with the FC within 2 working days of the month end.
- Monthly reconciliation of Grants system with the accounting system to ensure all grant payable amounts are correctly stated. This will require liaison with the Research Team to resolve queries.
- Respond to queries from other parties; including auditors, regulators etc., as directed by the FC.
- Undertake any other duties which fall within the scope of the position as allocated by the FC or CFO.

#### **Generic Information to all Roles**

- The responsibilities within the job description are not exclusive or exhaustive. They highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.
- We expect every job description will be subject to an annual review. In addition, posts may be reviewed where requirements of the charity change.
- We expect every member of staff to be a role model to others within and external to the charity in the course of their duties, upholding the charity's values.

## Person specification

Requirements	Essential	Desirable
<b>Educational attainment</b>	Good level of literacy and numeracy - English and maths National 5 (or equivalent).	Vocational Qualification / Degree
<b>Experience required</b>	<p>Experience in a financial role or environment.</p> <p>Technical proficiency in accounting, and data processing.</p> <p>Confidence in communicating with key stakeholders.</p> <p>Managing own workload and conflicting priorities to meet required standards and goals.</p>	<p>Accounting and Book-keeping experience.</p> <p>Working within a not-for-profit organisation.</p>
<b>IT experience</b>	<p>Highly computer literate. Proficient in the use of MS office software, especially MS Word and email and advanced Excel skills.</p> <p>Knowledge of accounting systems.</p>	<p>Knowledge of SAGE and Salesforce</p> <p>Knowledge of data protection and GDPR legislation.</p>
<b>Skills and aptitudes required</b>	<p>Enthusiastic with a high degree of flexibility.</p> <p>A willingness to embrace change.</p> <p>Good analytical and numerical skills.</p> <p>Ability to develop strong working relationships with internal and external partners.</p> <p>Ability to provide both accurate and timely information.</p> <p>Displays sound judgement, decision-making and a willingness to be accountable.</p> <p>Ability to work under own initiative without guidance, cope well under pressure and meet deadlines.</p> <p>Proactive mind-set, and an eye for</p>	

	<p>detail.</p> <p>Team player, self-starter.</p>	
<b>Interests</b>	<p>Charity work.</p> <p>Professional development.</p>	<p>Knowledge of Worldwide Cancer Research.</p>
<b>Other requirements</b>	<p>Commitment to attend training courses to update knowledge and skills.</p>	

**Worldwide Cancer Research**

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